

# One Million Mentors

## Virtual Mentoring Guidance for Mentees

### Virtual mentoring guidance for mentees age 18-25 years

Virtual mentoring is when a [mentoring session](#) takes place via online video call, using a platform such as Zoom or Microsoft Teams. During the global pandemic Covid-19, the use of video calls, virtual meetings, and training has become the norm.

Virtual mentoring can be just as impactful as face to face mentoring, if it's well planned, managed, and both the mentor and mentee understand and respect the boundaries of the arrangement.

### Practical considerations

Communicating online instead of in person can mean that communication can become more informal and professional boundaries between a mentor and mentee can become blurred. Mentees should always remember that they have a professional relationship with their mentor and always following the guidance set out below:

- Sessions should only be delivered virtually if both the mentor and mentee feel comfortable with the arrangement.
- Virtual mentoring sessions should always be scheduled in advance at a mutually convenient time. Wherever possible mentoring sessions should take place during the working day, not 'out of hours' as this will help to maintain professional boundaries.
- Mentor and mentee contact details should only be used for the purposes of arranging and attending agreed mentoring sessions, not informal 'chat' in between mentoring sessions. However, if information and resources related to mentoring need to be shared in between sessions this is acceptable.
- It is the responsibility of both the mentor and mentee to ensure that the safety features of the virtual platform are always in place. e.g. when using Zoom you will need to have a password to access the meeting.
- You should not make the details of any meetings public or share the details anywhere other than with your mentor.
- Mentoring sessions should take place somewhere quiet where you will not be distracted. You must consider what may be in the background of your video and blur your background if meeting somewhere private such as your bedroom.

### Privacy

Your contact information (email address, phone number, etc) and that of your mentor should always be kept private. You should store your mentors' contact details safely and never share them on social media or with friends.

You should not record a virtual mentoring session; however, there may be circumstances where this would be beneficial to yourself or the mentor. If this is the case, this should be discussed in advance with the mentor and consent provided. If you have their consent then you should carefully consider how you store the recording. At no point should the recording be shared outside of the mentoring relationship.

### Reporting concerns

If your mentor says or does something that makes you feel uncomfortable at any point during or outside of a mentoring session or you see something inappropriate online whilst using the virtual platform you should report your concerns immediately to 1MM safeguarding lead – Richard Jones and your relevant Regional Manager.

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